

# How to

## Respond to a Petition for Emergency Minor Guardianship

### WARNINGS!

- If there is also a pending *Petition for Minor Guardianship*, you will need to file a separate response to that petition. See Instruction: Respond to a Contested Minor Guardianship.
- Due to COVID-19, all hearings are being done by phone or video and some offices are providing only remote services. You should consult the King County Superior Court and the Ex Parte Department webpages for the most up to date information:  
<https://www.kingcounty.gov/courts/superior-court.aspx>  
<https://www.kingcounty.gov/courts/superior-court/ex-parte-probate.aspx>.

### **Talk to a lawyer, if you can**

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms.

If you **cannot** afford a lawyer, you can:

- Get a list of low-cost and free legal resources.  
<https://kingcounty.gov/~media/courts/superior-court/docs/family/facilitator/family-law-resources.ashx?la=en>
- Get help from the Family Law Facilitators office. You can get information about their services at <https://kingcounty.gov/courts/superior-court/family/facilitator.aspx>.

## Step 1: Fill out these forms.

All of these forms can be downloaded at: [www.courts.wa.gov/forms/](http://www.courts.wa.gov/forms/)

Form Name	Form Number	Notes	Completed
<a href="#">Objection to Minor Guardianship</a>	GDN M 301		<input type="checkbox"/>
<a href="#">Emergency Minor Guardianship Order</a>	GDN M 203	Fill this out the way you would like the Commissioner to decide at the next hearing	<input type="checkbox"/>
<a href="#">Declaration of (name):_____</a>	FL All Family 135	Optional: give to any witness who wants to write a statement.	<input type="checkbox"/>

**If there is a request for temporary child support at the next hearing, you need to fill out these forms:**

<a href="#">Child Support Worksheets</a>	WSCSS-Worksheets	Online Child Support Calculation software is available at: <a href="https://fortress.wa.gov/dshs/dcs/SSGen/Home/QuickEstimator">https://fortress.wa.gov/dshs/dcs/SSGen/Home/QuickEstimator</a>	<input type="checkbox"/>
<a href="#">Child Support Schedule &amp; Instructions</a>	Use this information to calculate Child Support Worksheets.		
<a href="#">Child Support Order</a>	FL All Family 130	Fill this out the way that you would like the Commissioner to decide	<input type="checkbox"/>
<a href="#">Financial Declaration of _____</a>	FL All Family 131		<input type="checkbox"/>
<a href="#">Sealed Financial Source Documents</a>	FL All Family 011	Use this coversheet to keep your financial records confidential	<input type="checkbox"/>
<p>For the court to decide on financial issues, you must provide copies of financial documents, including:</p> <ul style="list-style-type: none"> <li>▪ Your W-2s and complete personal tax returns for the past 2 years</li> <li>▪ Your most recent pay stubs (at least 6 months)</li> <li>▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more</li> <li>▪ Statements from all of your banks and financial institutions for the past 6 months</li> </ul>			

**Print this, but do not fill it out yet. You will need it later.**

Form Name	Form Number	Notes	Completed
<a href="#">Declaration of Service</a>	WPF GDN 04.0850		<input type="checkbox"/>

## Step 2: Make copies.

- **Original** set to file with Clerk’s Office
- **Copy 1** for your personal records.
- **Other Copies** for each person who needs notice:
  - Party filing the petition or motion
  - Proposed guardian
  - each parent
  - the child (if 12 or older and the court has not signed an *Order on Motion to Withhold* giving you permission to withhold all documents and evidence after the *Summons, Notice, and Petition*)
  - any person who has the child in his/her custody
  - any attorney involved.

## Step 3: Confirm Attendance.

At least **two days** before the hearing before the assigned judge, contact the bailiff to confirm that you will be attending. The bailiff’s contact information for your assigned judge can be found [here](#) or in the Case Schedule for the Emergency Minor Guardianship, which you should have received from the petitioner.

## Step 4: File these forms with the Clerk’s Office.

By **noon the day before the hearing**, file the following documents from Step 1 at the Clerk’s Office (room 2C in Kent and E-609 in Seattle), except:

- *Emergency Minor Guardianship Order*
- *Child Support Order* (if necessary).

**OR**

You may file these documents electronically through the Clerk’s Office E-Filing website at <https://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>.

## Step 5: Provide copies to all parties.

By **noon the day before the hearing**, mail or email all forms from Step 2 to the following parties:

- Party filing the petition or motion
- Proposed guardian
- each parent

- the child (if 12 or older and the court has not signed an *Order on Motion to Withhold* giving you permission to withhold all documents and evidence after the *Summons, Notice, and Petition*)
- any person who has the child in his/her custody
- any attorney involved.

If you do not have a mailing address or email address, you can provide notice via social media contact, SMS text, or hand delivery.

Then, complete the [Declaration of Service](#) form. Keep a copy for your own records and file the original with the Clerk's Office.

## **Step 6: Email Proposed Orders to Assigned Judge.**

Your "Proposed Orders" are the following forms:

- *Emergency Minor Guardianship Order*
- If the petitioner is requesting child support, *Child Support Order*.

Email your proposed orders to your assigned judge by **noon the day before** your hearing.

## **Step 7: Attend virtual hearing.**

Participate in the guardianship hearing, which will be a Zoom meeting with the assigned judge. Instructions on how to join the Zoom meeting are in the Case Schedule, a document provided by the person filing the petition. If you did not receive a copy of the Case Schedule, contact the bailiff for your assigned judge for information about how to connect to your Zoom Hearing.